



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MEDICAL DIRECTOR (STATE LABORATORY)	*	A	10.221

#### DEFINITION OF CLASS:

Under administrative direction of the State Health Officer/Health Division Administrator, plans, directs, coordinates and evaluates the work of the public health laboratory for the proper performance of all tests. Develops program policy, directs and manages a Health Division bureau; and performs related work as required.

#### EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Plans, directs and reviews the work of the laboratory personnel who are involved in the diagnosis, prevention and treatment of diseases related to public health in the State of Nevada.

Provides quality laboratory services by assuring the use of accepted protocols, trained personnel, appropriate instrumentation, monitoring proficiency testing results, quality control standards and the reporting of accurate, timely and confidential results.

Determines the types of laboratory tests needed for control of environmental and communicable diseases in the State of Nevada.

Ensures a safe work place by providing guidance, assistance and supervision in the development of a laboratory safety manual and enforcing strict adherence to these precepts.

Develops cost-effective operation of the laboratory by establishing a workload reporting system which used in conjunction with inventory monitoring, expenditures analysis and cost accounting, determines and monitors costs per test to assure the provision of appropriate services throughout the year. Directs appropriate budget development to support the workload.

Serves as professional liaison of public health agency to physicians in the State of Nevada through consultation and attending medical meetings to promote cooperative working relationships.

Establishes policies and procedures for reporting of laboratory tests, record keeping and professional conduct of staff.

**EXAMPLES OF WORK:** (cont.)

Provides laboratory consultation to State Health Officer/Health Division Administrator by participating in development of the Health Division's goals and objectives.

Responsible for the proper performance of a variety of tests in the disciplines of environmental microbiology and chemistry, bacteriology and serology.

Provides reference services for the private laboratories in the State.

Manage the Bureau by developing and implementing program goals and objectives; assures development and control of the bureau budget; supervise bureau staff to provide program continuity and to ensure that federal and state statutory and regulatory mandates are met.

Develops reports on bureau activities or programs by conducting research and developing conclusions and compiling and analyzing statistics to inform the State Health Officer/Health Division Administrator, the legislative and/or the public about the bureau's programs.

Develops proposals for changes in state and federal legislation which affects the bureau's programs. Testify at legislative hearings to clarify issues directly affecting bureau operations and budget.

Evaluates effectiveness of each program and recommends changes as required pursuant to federal and state laws and regulations.

Oversees programs designed to educate the public and any other constituency regarding the bureau's programs and purpose.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Detailed knowledge of Health Division policies and procedures; Nevada's legislative process; the Department of Administration's long-range planning process; the Budget Division's budget process; Personnel policies and procedures; Nevada Revised Statutes applicable to the State Laboratory; the principles of effective supervision as applied to directing the work of subordinates involved in all test performed in the State Laboratory.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Comprehensive knowledge of the theories, principles and practices of clinical laboratories, environmental laboratories and public health as required. Working knowledge of recent developments in general medicine and public health. Working knowledge of the principles of public health as related to the bureau program and the laws and regulations under which it is governed. Working knowledge of the legislative process sufficient to draft legislation. Knowledge of related outside health delivery agencies, and their services. General knowledge of personnel administration necessary to supervise professional subordinate staff.

Ability to assure administration of a budget with multiple funding sources. Ability to correlate available fiscal resources with health program needs. Ability to interpret a variety of rules, policies and procedures as they apply to the bureau program. Ability to organize material, information and people in a systematic way to optimize efficiency and minimize duplication of effort. Ability of make oral presentations to groups. Ability to coordinate and direct the work of professional staff. Ability to establish and maintain effective working relationships with administrators and other professions.

**EDUCATION AND/OR WORK EXPERIENCE:**

Must have at least three years Post-doctoral experience in directing a public health, clinical or environmental laboratory. Qualified as a laboratory director under Clinical Laboratory Improvement Amendments - 1988; AND

I

Be a physician certified in anatomical or clinical pathology (or both) by the American Board of Pathology or the American Osteopathic Board of Pathology or possess qualifications that are equivalent to those required for such certification; OR

II

Be a physician who: 1) is certified by the American Board of Pathology or the American Osteopathic Board of Pathology in at least one of the laboratory specialties; or 2) is certified by the American Board of Medical Microbiology, the American Board of Clinical Chemistry, the American Board of Bioanalysis, or other national accrediting board in one of the laboratory specialties; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

III

Hold an earned Doctoral degree from an accredited institution with a chemical, physical, or biological science as a major subject and is certified by the American Board of Medical Microbiology, the American Board of Clinical Chemistry, the American Board of Bioanalysis, or other national acceptable to HHS in one of the laboratory specialties.

LICENSE: Eligible for licensing as a Laboratory Director in the State of Nevada pursuant to NRS 652.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>10.221</u>
	7/7/93UC
REVISED:	9/27/93UC